

**HAWKSMOOR SCHOOL**

**Admissions Policy**

**2015-16**

**ADMISSIONS POLICY**  
**HAWKSMOOR SCHOOL**

As amended by the Education Act 2002, makes some provisions that apply to the determination of admission arrangements for the year 2015-2016.

The governing body is responsible for the admission of pupils to the reception class each year. (90 for year 2015-16) This admission limit has been agreed between the LA and the Governing Body.

Having taken note of the 'Code of Practice on School Admissions' the following admission arrangements are proposed for the year 2015-2016.

**HAWKSMOOR SCHOOL**

**Admission of Pupils for the School Year 2015 - 2016**

The following arrangements apply to the admission of pupils to Hawksmoor School.

- Children will be admitted at age rising 5 without reference to ability or aptitude. The number of admissions for year 15-16 commencing 1st September will be 90.
- The school will admit to the reception class in one intake; September (children born 1/9/10 to 31/08/11).
- Admission will be subject to the completion of the local authority's common application form this will enable the LA & school to prepare an application list. Late applications will be considered after applications that have been submitted on time or were late with a good cause, strictly in accordance with the admissions criteria. (For definitions of late with good cause, please refer to the 'Choosing a Nursery or Primary School in Greenwich' booklet).
- Where applications for admission exceeds the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:
  1. Looked after children.  
(A 'looked after child' is a child who is in the care of a local authority, including foster care). Children who have been adopted, or are subject to a residence or special guardianship order, immediately following having been looked after.
  2. Where the child has a brother or sister currently attending the school and will be on roll when the child is due to start school.  
(Brother or sister means a full, half, step brother or sister, a long term fostered or adopted child, or a child living at the same address).
  3. Where the child has special educational needs, but no statement (written evidence from a doctor or other qualified persons, such as educational psychologist, speech therapist or social worker will be required).
  4. The proximity of the child's home to the school.  
Distance will be measured in a straight line from the child's house to the school using a computerised measuring system, with those living closer to the school receiving the higher priority.

Home is defined as being 'where the child resides as his/her only or principal residence. If the child resides equally between both parents, the principal home address will be considered to be the address of the parent who is in receipt of benefits for the child. For children who reside with a relative or carer other than a parent, a residence order or other court order will be required'

The school will agree any changes to its admission arrangements with the Local Admissions Forum.

The school keeps a waiting list for applicants which are ordered in accordance with our admission criteria.

Procedures for late applications and in-year admissions will be in accordance with the LA scheme for the co-ordination of primary school admissions and Fair Access Protocol.

Parents of children who are not offered a place have the right to appeal to an Independent Appeal Committee under the 1998 School Standards and Framework Act. Parents wishing to appeal should obtain an appeal form from the school. The form should be sent to the Clerk to the Appeal Committee, c/o the school, within 14 days of the notification of the decision.

Should some appeals be unsuccessful, the Governing Body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

Details of admissions and appeals arrangements will be published annually.

## **HAWKSMOOR SCHOOL**

### **Nursery Admissions Policy**

The following arrangements apply to the admission of pupils to Hawksmoor School nursery classes.

- Children shall be admitted from the age of 3 without reference to ability or aptitude.
- The number of nursery places available shall be 52 full-time equivalent placements.
- The remaining places will be offered part-time to other 3 and 4 year old children.
- Admission will be subject to application and the completion of a nursery application form, this will enable the school to prepare an application list (by the half term prior to admission). Late applications will be considered according to sibling connection. If no places are available the late applicant's name will be added to a waiting list in a position justified by the admissions criteria.

Where application for admission exceeds the number of nursery places available, the following criteria will be applied, in the order set out below, to decide which children to admit

- 1 Priority will be given to Looked after children.  
(A 'looked after child' is a child who is in the care of a local authority, including foster care).
- 2 Where the child has a brother or sister currently attending the school and will be on roll when the child is due to start school.  
(Brother or sister means a full, half, step brother or sister, a long term fostered or adopted child, or a child living at the same address).
- 3 Where the child has special educational needs, but no statement (written evidence from a doctor or other qualified persons, such as educational psychologist, speech therapist or social worker will be required).
- 4 The proximity of the child's home to the school.  
Distance will be measured in a straight line from the child's house to the school using a computerised measuring system, with those living closer to the school receiving the higher priority.

The school will agree any changes to its admission arrangements with the Local Admissions Forum.